

The Town of Colma
Colma, known worldwide as the “cemetery town,” is the smallest city in San Mateo County with 1,280 residents - and 1.5 million “souls”. Former San Francisco Mayor George Moscone and lawman Wyatt Earp are among the town’s better-known “residents”. The Town, however, is more than just 17 cemeteries. Within its 2.2-mile boundaries, the town boasts an extremely strong tax base with two shopping centers, one of Northern California’s most complete collections of car dealerships, a BART station and a cardroom. With weekend population estimates of 50,000 to 60,000 and a very high level of resident participation, Colma offers a unique blend of large and small community service challenges.

Salary and Benefits

- ◆ Proposed salary range: \$4,583 - 5,571/mo.
- ◆ Fully-paid family medical, dental and vision insurance on PERS cafeteria plan
- ◆ City-paid PERS Retirement 2% at 60 plan (2% at 55 plan 7/1/04 approved)
- ◆ City-paid Social Security Contributions
- ◆ 80 hours vacation after 1 year of service
- ◆ 13 paid holidays annually plus 3 floating holidays annually after 1 year of service
- ◆ 12 hours of sick leave accrued each month
- ◆ \$100 monthly matching deferred compensation program (voluntary)
- ◆ \$50,000 life insurance policy
- ◆ City-paid Health Club membership

Tentative Recruitment Schedule

1. **Applications due 5:00 PM Thursday, September 25, 2003**
2. Tests/Interview - Week of October 6, 2003
3. Final Interviews – October 21 & 22, 2003
4. Projected Start Date – November 10, 2003

Interested candidates must complete a Town of Colma employment application. Submission of a résumé is encouraged. However, the résumé will not substitute for a completed application. Qualified candidates will be invited to participate in the assessment process, which may include a written test, an oral board interview, reference checks and a medical screening. *Postmarks will not be accepted.*

Mail completed applications to:

**Town of Colma
Human Resources Department
1198 El Camino Real
Colma, CA 94014**

Call (650) 997-8300 to obtain an application packet or to request additional information.

The Town of Colma is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies and practices.

Town of Colma



Recreation Services Manager

***Join our
Management Team!***

Recreation Services Manager

This is a wonderful opportunity for a recreation professional who enjoys a small town atmosphere and is ready to assume a dynamic Department Head responsibility!

If you are seeking a challenge, professional growth, and the opportunity to manage in a small town environment with the resources and commitment to create a quality recreation program, we encourage your application.

Town facilities include:

- Sterling Park and Recreation Center
 - New Hillside Historical Park and Community Center (A Museum and the Old Colma Train Depot rehabilitation are nearing completion and the Community Center is under construction).
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Position Priorities:

- Analyzes, develops and implements recreational programs for tots, children, teens adults and seniors, including escorting seniors and teens to activities out of town.
- Manages part-time staff, sets their work schedules and coordinates existing full-time staff in support of recreational activities.
- Evaluates existing programs and proposes revisions, deletions or new ideas consistent with budgeting priorities.
- Supports coordination of annual events, including the community picnic, holiday parties and children's summer camp, and assists with the development and implementation of adult outings.
- Monitors monthly budget expenditures and develops the annual department budget.

- Participates as a City representative on outside committees and agencies such as joint school recreation programs.
 - Facilitates ticket distribution for activities such as sports events and theater productions.
 - Coordinates reservation system for use of the Sterling Park Recreation Center.
 - Provides additional administrative support to the City Manager, including coordination of various projects and activities, and interaction with City Council and the public.
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The Ideal Candidate

The successful Recreation Services Manager will be knowledgeable in the principles and practices of recreation management, which is targeted to various age groups. Solid people and program management skills are essential. This mid-management position also requires an energetic, positive and cheerful person, who has the ability to develop and implement recreation programming and make fine-tuning adjustment based on participant input. Excellent verbal, listening and written communication skills are paramount. The ideal individual will also have technical skills, including hands-on computer experience in developing budget spreadsheets, conducting program cost analysis and creating recreation brochures and promotional materials.

If special accommodations are necessary at any stage of the examination process due to a legal disability, please notify the Human Resource office at least five (5) days prior to the date of the examination.

Essential Qualifications

Knowledge of: Recreation philosophy, planning and administration; operation and techniques used in comprehensive community recreational programming for various target age groups; and personnel management including hiring, supervising and evaluation part-time staff.

Ability to: Facilitate change and develop and coordinate recreation and leisure programs; prepare budgets and analyze departmental expenditures; establish, maintain and foster cooperative working relations with others; express self clearly and concisely in written and verbal communication; facilitate meetings, including preparation of agendas and written; market and promote activities and programs; operate a computer; possess a valid California drivers license.

Education and Training: Possess sufficient education and experience to perform the job duties. Typical qualifying experience would include three years of full-time recreation experience and a four-year degree in recreation, physical education or closely related field.

Selection Process

Applicants meeting the minimum requirements will be invited to participate in an assessment process and oral interview.

All applicants will be notified by mail or telephone whether or not they are invited to participate further in the selection process. Applicants considered for appointment to this position will be required to undergo a pre-placement physical examination including a drug screen.
